

STATEWIDE RFA TECHNICAL ASSISTANCE CALLS
MEETING MINUTES
December 5, 2018
Time: 1:30 pm – 2:30 pm
Location: Conference Call
Call-In: 877-873-8017 Code: 5396369

County TA Questions	CDSS Response	Action Item
1) Can the county retract an issued (or mailed) Notice of Action (NOA) if an RFA applicant or an approved Resource Family (RF) notifies the county that they wish to withdraw their application or surrender their approval upon receipt of the NOA?	No, an issued/mailed NOA (application denial, rescission of approval, denial or rescission of a criminal record exemption or exclusion action) may not be retracted, nor subsequently removed once it has been uploaded to the Administrative Action Records System (AARS). If a county believes that the NOA was issued in error, it should refer the matter to their California Department of Social Services (CDSS) consulting attorney. Finally, the issuance of the NOA, does not preclude any county from working with the family, <u>post NOA</u> , pursuant to Welfare and Institutions Code (W&IC) 16519.5(c)(7)(B) and Written Directives, Version 5 (WD/5) section 5-03B(k). Please refer to All County Letter (ACL) 17-39 for detailed guidance on the reporting of administrative actions, including but not limited to, NOAs, and administrative actions related to the RFA program.	.
2) What RF file documents can be provided when an RF relocates to a new county?	Please refer to WD/5 , section 4-04 and to the RFA Relocation and Conversion Transfer protocol posted on the RFA webpage for detailed guidance on the transfer of RFA case file documents from one county to another as well as. Please note the RF approval cannot be approved for transfer until the Department of Justice (DOJ) has approved the sub-arrest notification transfer. Best practice suggests that the hard copy RFA file documents are not shipped to the new county until the sub-arrest notification transfer has been approved by DOJ. In the interim, prior to the finalization of the approval transfer and the sub-arrest notification transfer, the oversight and responsibility of the <u>RF approval</u> , remains with the original county.	None.

3) If a RF surrenders their approval during a complaint investigation, is the county required to provide the investigation findings to the family?	Per WD/5 , section 9-06A(k)(2), the county is required to provide a copy of the Complaint Investigation Report (RFA 9099) to the RF. Best practice and transparency dictate that the completed report be provided to the family despite the voluntary surrender. Please note related guidance (Question #5) provided on the posted 10/3/18 TA Call Notes .	None.
4) What actions should the county take if a RF on inactive status refuses to cooperate and “re-activate” their approval status?	Best practice and transparency requires all efforts made by the county (i.e., verbal communications, written notifications, etc.) with the RF to re-activate their approval status is documented in the RF case file. Upon successive attempts (the number of which and frequency to be determined by county policy) and failure to obtain the RF’s cooperation with the reactivation of their approval, a legal consult should be scheduled to discuss next steps and possible administrative action. (rescission).	

Updates:

- N/A

Next Meeting: January 2, 2019, 1:30 pm – 2:30 pm